



Meeting minutes from August 13, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by Miller, seconded by Meisenburg to approve the minutes of the July 9, 2020 Town Board Meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by O'Brien, seconded by Miller to approve the July 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by Miller, seconded by Meisenburg to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) **Update Interior of Town Hall**

Ms. O'Brien stated she spoke with Rick's Restoration regarding their proposal. This proposal would still require additional work to replace baseboards and ceiling trim. She felt the floors should also be redone. There are several unknown items that will need to be addressed, such as replacing bathroom fixtures, convert ceiling lights to LED, new voting booths or modifications, the wall adjacent to the kitchen may be a firewall, ceiling tiles, the need for a dumpster, and another exit sign by the main door. The Town is also

responsible for painting and removing all items from the walls. It was felt some type of surface finish should be applied to the walls before they are painted.

A town resident in the audience stated he works for Acoustic Ceiling Tiles out of Neenah, which sells ceiling tiles and flooring. He could check on prices and get back to the Board. It was the consensus of the Board that a quote should be accepted from Acoustic Ceiling.

Motion by Meisenburg, seconded by O'Brien to accept the proposal from Rick's Restoration. All in favor, motion carried.

Mr. Bolden stated he researched a lockable, secure mailbox/drop box to be installed at the Town Hall as part of the Town Hall updates. The mailbox/drop box could be used for paying taxes, communications, and absentee ballots. He distributed an example of what he was considering.

Ms. O'Brien said it should be fireproof and required daily monitoring.

Mr. Miller said it should be larger than the 11 x 10 example.

Motion by O'Brien, seconded by Miller to approve a budget of \$250-\$500 for a mailbox/drop box larger than the 11 x 10 example and approved by a Board member prior to acquisition. All in favor, motion carried.

Proposal for concrete repair/replacement was received from Joe Rasmussen in the amount of \$6,930. Proposal included demo and excavation; new 6 inch apron in-front of overhead bay doors; 4 inch sidewalks along east and southeast sides of town hall.

Ms. O'Brien stated opposition to the installation of a new sidewalk eastside of town hall due limited use. Main use of the sidewalk would be for elections with approximate cost of \$1,500. She also stated the current election setup seems to work well and should be continued.

Mr. Meisenburg stated concrete work by the entrance door and in front of the overhead bay doors should be completed due to poor condition of existing concrete and for safety reasons.

Motion by Meisenburg, seconded by Miller to approve concrete work not to exceed \$5,800. All in favor, motion carried.

7. New Business

a) **Bar Tender/Operator License**

No new applications.

b) **Brooke Elliott fence permit**

Ms. Elliott stated her lot is 1.76 acres. The fence on the west side of the house will be a 5 foot privacy fence - adjacent to the church. The fence on the back and east side will consist of black chain link. Ms. O'Brien stated the fence can be installed on the property line.

Discussion ensued regarding zoning classifications requiring fence permits. It was noted that residential and commercial zoned properties require a fence permit; Agriculture or farmland does not.

Motion by Miller, seconded by Meisenburg to approve the fence permit. All in favor, motion carried.

c) Skid Loaders Plus / Maintenance Agreement

It was noted this Stormwater Management Facility Maintenance Agreement is a new policy being required by the County.

Motion by O'Brien, seconded by Meisenburg, to approve the Stormwater Management Facility Maintenance Agreement with Skid Loaders Plus. All in favor, motion carried.

d) Certified Survey Map / Dennis & Heather Humphrey

Motion by O'Brien, seconded by Miller to approve the certified survey map. All in favor, motion carried.

e) Van Dyne Fire Department

Chief Becker stated the Fire Department received a grant for breathing apparatus packs. The grant requires a match which the Department is requesting from each participating town. Friendship's portion will be about 2 1/2 % or around \$3199.03.

Chairman Meisenberg congratulated the Fire Department on receiving the grant and how important the breathing apparatus' are in saving lives.

Motion by Meisenburg, seconded by Miller to approve 2 1/2 % of the cost for breathing apparatus' for the Van Dyne Fire Department not to exceed \$3200. All in favor, motion carried.

f) Comprehensive Plan

This item was laid over until September.

g) Town Logo and Approval to Shred Documents

Motion by Meisenburg, seconded by Miller, to authorize the shredding of Town documents determined by the Board to be obsolete. All in favor, motion carried.

After discussion, it was the consensus to use the logo on the new website as the Town of Friendship official logo. All in favor, motion carried.

h) Garbage Contract

Chairman Meisenburg stated this is a service and the Town is required to obtain quotes. He indicated there are not many companies that are providing refuse pickup service. He thought it might be beneficial to setup a meeting and meet with companies prior to bidding this out. Possible companies: Van's Waste, Advanced, Waste Management, Vienola. It was the consensus this would be a good approach.

i) **Town Credit Card**

Mr. Bolden stated the current Town credit card lists Mark Peachy and Town of Friendship. Mr. Bolden checked with the card issuer (Bristol Morgan Bank) and confirmed a second card can be issued to Town of Friendship. The second card could be used by Board members and Town Clerk for postage, office supplies, conference registrations, and related town expenses. There was some discussion on liability associated with the use of a credit card. Chairman Meisenburg stated the card would be in his possession and he would accept that liability.

Motion by O'Brien, seconded by Meisenburg to apply for a second credit card for the Town. All in favor, motion carried.

8. **Public Comment**

Ms. O'Brien stated she likes the new website, but there's a need for consistency in style and format. She requested changing the military style date format to another format. Also, a public hearing/notice type page would be helpful for the community.

Ms. O'Brien also noted the Town received \$500 from Bristol Morgan to install a light on the flag pole. The Town also received some COVID funds and perhaps some of those funds could be used to purchase directional signs and retractable line dividers for elections.

Mr. Bolden stated the Town received funds from the CARES Act may be eligible for additional funds under Routes to Recovery. He stated some communities have increased the wages of poll workers during these challenging times. May be something for the Board to consider. He reported that Wendt's on The Lake provided lunch for those working the August election.

Mr. Bolden stated he received a call regarding a permit for a hobby farm. Ms. O'Brien noted the Town does have an Ordinance and a permit is required. Mr. Kaiser stated he spoke to an individual in this regard about a property on Cemetery Road.

Mr. Bolden noted equalized values have been posted. Letters to property owners may be going out in the next few days.

Chairman Meisenburg stated the Town Open Book is scheduled for September 15; Board of Review September 30. He asked for a town resident to volunteer for Board of Review. No takers at the meeting.

There being no further business, meeting adjourned at 8:55 pm. (Motion – O'Brien/Meisenburg)

Glenn Bolden
Town Clerk
Darlene Brandt
Deputy Clerk/Treasurer